

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<b>TIER I (\$25,000-\$99,999)</b>	<b>TIER II (\$100,000-\$250,000)</b>	<b>TIER III (&gt;\$250,000)</b>		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet <b>(No Resumes)</b>	7 pages	19 pages	Total maximum pages for RFP <b>not including key personnel resumes</b>	

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

## RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS	BUREAU OF TRANSPORTATION PLANNING **	OTHER
THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS		
NO	YES	DATED _____ THROUGH _____
<b>Prequalified Services</b> – See page ____ of the attached Scope of Services for required Prequalification Classifications.		<b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

**Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

**Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

**Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

**Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**PROPOSAL SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

<b>Lansing Regular Mail</b>	<b>OR</b>	<b>Lansing Overnight Mail</b>
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet

**5100G** – Certification of Availability of Key Personnel

**(These forms are not included in the proposal maximum page count.)**

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
DESIGN SERVICES  
INTELLIGENT TRANSPORTATION SYSTEMS (ITS) PLAN**

**This scope of service consists of two parts:**

- 1. Design of the ITS System**
- 2. Design for the installation of the Permanent Changeable Message Signs**

**PART I**

**CONTROL SECTION(S):** 25132

**JOB NUMBER):** 87794

**PROJECT LOCATION:**

The project for I-75, I-475, I-69 and US-23 in Genesee County – Bay Region

**PROJECT DESCRIPTION:**

Work involved in the design of the project consists of all items related to the design of an ITS System for Genesee County (JN 87794). The system which shall include but is not limited to Changeable Message Signs (CMS), Closed Circuit Television (CCTV) Cameras, detectors and communications infrastructure.

**ANTICIPATED SERVICE START DATE:** April 16, 2007

**ANTICIPATED COMPLETION DATE:** April 16, 2008

**PART II**

**CONTROL SECTION(S):** 25131, 25132, 25042

**JOB NUMBER(S):** 87775, 87776, 87777

**PROJECT LOCATION:** I-75, I-475 and I-69 in the Bay Region

**PROJECT DESCRIPTION:**

Work consists of the design for the installation of Permanent Changeable Message Signs

**ANTICIPATED SERVICE START DATE:** April 16, 2007

**ANTICIPATED COMPLETION DATE:** July 2, 2007

**PART I & II**

**PREQUALIFICATION(S)**

**Primary Prequalification Classification:**

Intelligent Transportation Systems (ITS)

**Secondary Prequalification Classification:**

None

**DBE REQUIREMENT:**

N/A

**MDOT PROJECT MANAGER:**

Jacqueline Pethers  
Cost & Scheduling Engineer  
Michigan Department of Transportation  
Davison TSC  
9495 E. Potter Rd  
Davison, MI 48423  
Tel: 810-653-7470  
Fax: 810-653-1248  
Email: pethersj@michigan.gov

**PRE-QUALIFICATION AND SUBCONTRACTING OF CONTRACT WORK:**

Any task(s) for which the Primary Consultant is not prequalified must be completed by a Subcontracted Consultant that is prequalified for that task(s). Any questions regarding prequalification should be directed to Phil Brooks, Prequalification Manager, at (517)335-2514.

The Department's prequalification is not a guarantee or warranty of the Subcontracted Consultant's ability to perform or complete the work. The Primary Consultant remains fully responsible to the Department for completion of the work according to the contract as if no portion of it had been subcontracted.

All Subcontract Consultant communications with the Department shall be through the Primary Consultant to the MDOT Project Manager. This requirement may be waived if a written communication plan is approved by the MDOT Project Manager.

The Department may direct the immediate removal of any Subcontracted Consultant working in violation of this subsection. Any costs or damages incurred are assumed by the Primary Consultant by acceptance of the contract. It is further understood that the Primary Consultant's responsibilities in the performance of the contract, in case of an approved subcontract, are the same as if the Primary Consultant had conducted the work with their own organization.

**CONSTRUCTION COST:**

A. The estimated cost of construction is:

<u>JN 87775</u>	
Install Permanent Changeable Message Signs	\$630,630
<u>JN 87776</u>	
Install Permanent Changeable Message Signs	\$630,630
<u>JN 87777</u>	
Install Permanent Changeable Message Signs	\$367,463
<u>JN 87794</u>	
Install of Sensors and a Dynamic Messaging System (DMS)	\$4,674,500
<b>CONSTRUCTION TOTAL</b>	<b>\$6,303,223</b>

B. The estimated cost of real estate is: \$0

The above construction total is the amount of funding programmed for this project. The Consultant is expected to design the project within the programmed amount.

**If at any time the estimated cost of construction varies by more than 5% of the current programmed amount, then the Consultant will be required to submit a letter to the MDOT Project Manager justifying the changes in the construction cost estimate.**

## **REQUIRED MDOT GUIDELINES AND STANDARDS:**

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.). Work shall also conform to the applicable specifications and Federal guidelines with regard to placing underground and overhead communications devices, such as those specified herein.

Consultant is required to use MDOT's current version of Bentley MicroStation for CADD applications and Bentley GEOPAK for road design. Consultant shall comply with all MDOT CADD standards and file naming conventions.

If there are any major deviations from the original scope of this project, these changes must be documented and jointly approved by the Consultant and MDOT.

## **CONSULTANT RESPONSIBILITIES:**

Complete the design of this project including, but not limited to the following:

Meet with the MDOT Project Manager to review project, location of data sources and contact persons, and review relevant MDOT operations. The Consultant shall review and clarify project issues, data needs and availability, and the sequence of events and team meetings that are essential to complete the design by the project plan completion date. Attention shall be given to critical target dates that may require a large lead time, such as geotechnical requirements, Railroad coordination requirements, utility conflict resolution, local agency meetings, etc.

- A. Scope the project and refine locations of equipment.
- B. Provide conceptual layouts for each corridor.
- C. Perform required design and functional technical specification writing to develop ITS facilities in the project area. The proposed facilities shall include, but not limited to, CMS, CCTV, DMS, cabinets, detectors and communications infrastructure.
- D. Make recommendations for the breakdown of the ITS system into phases for future projects.
- E. Prepare required plans 100% complete, typical cross-sections, details, and specifications required for design and construction.
- F. Compute and verify all plan quantities.

- G. Develop final bid packages based on 100% complete plans and provide cost estimates for construction of the recommended phasing projects.
- H. Provide solutions to any unique problems that may arise during the design of this project.
- I. Provide bandwidth evaluation relative to the communications (permanent and temporary) to the Michigan Intelligent Transportation Services Center (MITSC) to service the ITS field devices in the study areas.
- J. The Consultant will develop component and acceptance tests and work with MDOT to perform all tests.
- K. The Consultant shall be responsible for determining the availability of electric service to the proposed facilities at the locations described previously. Any potential problems with utility electric service shall be brought to the attention of MDOT as soon as they are known.
- L. The Consultant may be required to provide Design Services during the construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued.
- M. Maintain a Design Project Record which includes a history of significant events (changes, comments, etc.) which influenced the development of the plans, dates of submittals and receipt of information.
- N. If excavation is required, submit the excavation locations which may contain contamination. Project Manager then can proceed in requesting a Preliminary Project Assessment (PPA).
- O. The Consultant representative shall record and submit type-written minutes for all project related meetings to the MDOT Project Manager within one week of the meeting. The Consultant shall also distribute the minutes to all meeting attendees. MDOT will provide and distribute official meeting minutes for the Plan Review Meeting.
- P. The Consultant will provide to MDOT at the scheduled submittal dates, electronic PDFs of the required specifications and plan set materials for distribution by MDOT for all reviews for this project according to the current MDOT E-Proposal requirements.
- Q. Prepare and submit electronically (native format or Adobe PDF) any information, calculations, hydraulic studies, or drawings required by MDOT for acquiring any permit (ie. NPDES, DEQ, etc), approvals (ie.

county drain commission) and related mitigation. MDOT will submit permit requests.

- R. Attend any project-related meetings as directed by the MDOT Project Manager.
- S. Attend information meetings (i.e., public hearings, open houses, etc.) with the public and public officials to assist in responding to concerns and questions. May require the preparation of displays such as maps, marked-up plans, etc.
- T. The Consultant shall assist in the review of utility permit requests, incorporate the information in the design plans, and respond within 2 weeks from receipt of the permit.
- U. The MDOT Project Manager shall be the official MDOT contact person for the Consultant **and shall be made aware of all communications regarding this project**. The Consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all Subcontractor correspondence and verbal contact records.
- V. The Consultant shall contact the MDOT Project Manager whenever discoveries or design alternatives have the potential to require changes in the scope, limits, quantities, costs, or right-of-way of the project.

## **B. P/PMS TASKS**

- A. **P/PMS TASK 3360 - PREPARE BASE PLANS** —
- B. **P/PMS TASK 3380 - REVIEW BASE PLANS** —
- C. **P/PMS TASK 3510 - PERFORM ROADWAY GEOTECHNICAL INVESTIGATION**  
Perform the needed soils work, soil boring and geotechnical investigation that will be needed to develop the construction plans and quantities. Also perform the analysis of this data.
- D. **P/PMS TASK 3530 - CONDUCT STRUCTURE FOUNDATION INVESTIGATION—**
- E. **P/PMS TASK 3590 - REVIEW PRELIMINARY PLANS (THE PLAN REVIEW)**
- F. **P/PMS TASK 3840 - DEVELOP FINAL PLANS AND SPECIFICATIONS**
- G. **P/PMS TASK 3870 - HOLD OMISSIONS/ERRORS CHECK (OEC) MEETING**
- H. **P/PMS TASK 5010 - CONSTRUCTION PHASE ENGINEERING AND ASSISTANCE**  
The Consultant may be required to provide Design Services during the

construction phase of this project. If Construction Assistance is required, then a separate authorization for those services will be issued. The Consultant shall not be compensated for performing work due to errors or omissions.

**D. UTILITIES**

The Consultant shall be responsible for obtaining and showing on the plans the location and names of all existing utilities within the limits of the project. The Consultant shall determine all potential utility conflicts with the proposed facility placement. The Consultant shall also define solutions to the various utility conflicts and have them reviewed by MDOT before they are designed and placed on the construction plans. In the course of resolving utility conflicts, the Consultant shall make modifications to the plans or design details and provide assistance as directed by the MDOT Utility Permits Engineer and/or Project Manager. The Consultant shall attend any utility meetings called to ensure that the concerns are addressed on the plans involving utilities. The Consultant shall assist in the review of utility permit requests to ensure compatibility with the project. The Consultant will be responsible for miscellaneous staking of utilities.

**E. TRAFFIC CONTROL AND MDOT PERMITS**

The Consultant shall be responsible for all traffic control required to perform the tasks as outlined in this Project Scope of Design Services.

**F. BI-WEEKLY PROGRESS REPORT**

On the first and fifteenth of each month, the Consultant Project Manager shall submit a bi-weekly project progress report to the Project Manager. The bi-weekly progress report shall follow the guidelines in **Attachment A**. The bi-weekly progress report shall include status of the design for each corridor. The schedule supplied at the kick off meeting shall be updated with completed and future key dates. If the schedule is showing the contract behind the schedule the Consultant shall provide a detailed method to insuring the completion dates will be met.

**MDOT RESPONSIBILITIES:**

- A. Schedule and/or conduct the following:
  - 1. Project related meetings.
  - 2. The Plan Review
  - 3. Utility Meetings.
  - 4. Quantity summary sheets and final item cost estimates.
  - 5. Packaging of plans and proposal.
- B. Furnish Special Details and pertinent reference materials.

- C. Furnish prints of an example of a similar project and old plans of the area, if available.-
- D. Coordinate any necessary utility relocation.
- E. Furnish FTP site for software download and instructions for the MDOT Stand-Alone PES Worksheet (SAPW).

**DELIVERABLES:**

The Consultant shall deliver all computer files associated with the project in their native format (spreadsheets, CADD files, GEOPAK files, etc.) on DVD, CD or uploaded to ProjectWise, as directed by the MDOT Project Manager. All CADD/GEOPAK files shall be created and identified with standard MDOT file names as shown in Appendix A of the Road Design Manual.

It is the Consultant's responsibility to obtain up to date MicroStation and GEOPAK seed/configuration files necessary to comply with MDOT's CADD standards which are posted to the bulletin board system. Any CADD/GEOPAK files that do not conform to MDOT standards will be returned to the Consultant for correction at the Consultant's expense.

Proposal documents shall be submitted in their native format with standard naming conventions as well as combined into one Adobe PDF file in the sequence specified by MDOT. To provide text search capabilities the combined proposal shall be created by converting native electronic files to PDF. Scanning to PDF is discouraged except in instances where it is necessary to capturing a legally signed document or a hard copy version of a document is all that exists.

Plan files shall be submitted in their native dgn format with standard naming conventions as well as plotted into a combined Adobe PDF file. Plan sheets shall be plotted to Adobe PDF with full text search and level on/off capabilities in half size (11" x 17") formats. A half size title sheet shall be plotted, stamped, signed and then scanned for inclusion with the Adobe PDF set. The original title sheet will be sent to the MDOT Project Manager.

Stand-Alone PES Worksheet (SAPW) shall be used to generate the txt and csv files necessary for import into the Trns\*port bid letting software. The SAPW files shall be transmitted electronically by the method specified by the MDOT Project Manager.

Plan sheets shall be completed by the Consultant. These may include, but are not limited to the following plan sheets:

- A. The title sheet. MDOT will provide a map of the area on a disk in our workstation format. If the map is not available, MDOT will provide a map that could be used. The Consultant shall be responsible for any revisions to the title sheet and the title sheet and map shall meet MDOT format and layout guidelines.
- B. Note Sheet.

- C. Typical Cross-Sections.
- D. Project specific Special Details.
- E. Detail sheets.
- F. Witness and benchmark sheet(s).
- G. Soil boring log sheet(s).

All plans, special provisions, estimates, and other project related items shall meet all MDOT requirements and detailing practices (i.e., format, materials, symbols, patterns, and layout) or as otherwise directed by the Project Manager.

All plans, specifications, and other project related items are subject to review and approval by MDOT.

### **PROJECT SCHEDULE:**

Achievement of project milestones will require a concentrated effort by both the Consultant and MDOT. Timely communications, receipt of information and development and approval of deliverables will be critical to the success of the assigned deliverables.

The start date for the consultant services will be immediately upon note to proceed (NTP). The duration of the services will be at the discretion of the MDOT project manager.

The Consultant shall provide at the kick off meeting a detailed schedule of target dates for each task of the design.

The Consultant shall be required to submit final deliverables for JNs 87775, 87776, 87777 for the installation of the permanent Changeable Message Signs for a September 2007 letting. These CMSs shall be compatible with the ITS system design for the I-75, I-475, I-69 and US-23 trunklines in Genesee County. The ITS system design (JN 87794) shall be complete and submitted for a September 2008 letting.

The Consultant shall use the following events to prepare the proposed implementation schedule as required in the Guidelines for the Preparation of Responses on Assigned Design Services Contracts. These dates shall be used in preparing the Consultant's Bi-Weekly Progress Reports.

### **Target Date**

### **Task #**

### **Description**

3140

*Anticipated Authorization*

3510

Perform Roadway Geotechnical Investigation

3360

Prepare Base Plans

Submit Base Plans

3380	Review Base Plans (Hold Base Plan Review Meeting)
3530	Conduct Structure Foundation Investigation
	Submit Plans for Utility Review (approximately 50% complete)
	Submit Environmental Permit Information (6 months prior to the Plan Completion Date)
	Submit Preliminary Plans
3590	Review Preliminary Plans (Hold the Plan Review Meeting)
3840	Develop Final Plans and Specifications
	Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT
3870	Hold Omissions/Errors Check (OEC) Meeting
	Submit Final Plan/Proposal Package to MDOT for final review
	Final Deliverables to MDOT

### **PAYMENT SCHEDULE**

Compensation for this Scope of Design Services shall be on an actual cost plus fixed fee basis.

### **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.



**ATTACHMENT A  
CS – JN**

**BI-WEEKLY PROGRESS REPORTS**

The first two pages of this attachment are the necessary layout of the Bi-weekly progress reports and the last three pages are a completed example.

**Control Section 00000  
Job Number 00000C  
Structure Number S00  
Date 00/00/00**

**BI-WEEKLY PROGRESS REPORT**

- A. Work accomplished during the previous two weeks.
- B. Anticipated work items for the upcoming two weeks.
- C. Real or anticipated problems on the project.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
- E. Items needed from MDOT.
- F. Copy of Verbal Contact Records for the period (attached).

**Structure Number - Control Section - Job Number**  
**Route, Location Description**  
Design Schedule as of 00/00/00

**LIST TASKS, SUBMITTALS, APPROVALS AND MEETINGS AS OUTLINED IN SCOPE OF DESIGN SERVICES AS NEEDED. THIS LIST IS JUST AN EXAMPLE.**

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	(Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	??	Initial project meeting.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3330	Conduct Design Survey
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3360	Prepare Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Submit Base Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3580	Develop Preliminary Plans
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3390	Develop Construction Zone Traffic Control Concepts
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3540	Develop Construction Zone Traffic Control Plan
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3550	Develop Preliminary Traffic Operations Plan
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3351	Review & Submit of Preliminary Right-Of-Way Plans
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of The Plan Review Package
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Completion of the Plan Review Meeting
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>	3840	Develop Final Plans and Specifications
00/00/00	(00/00/00)	00/00/00	<b>00/00/00</b>		Submittal of final plans/proposal package to MDOT for final review.
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>	3870	Omissions/Errors Check (OEC) Meeting
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Consultant's Plan Completion: Final Construction Plan/Proposal package with recommendations incorporated to MDOT (two weeks after OEC Meeting)
00/00/00	<b>00/00/00</b>	00/00/00	<b>00/00/00</b>		Final Deliverables to MDOT

*SAMPLE*

**MONTHLY PROGRESS REPORT**

- A. Work accomplished during the previous month.
  - 1. During the last month we completed the Final Right of Way plans and submitted them to Mr. Project Manager on 00/00/00.
- B. Anticipated work items for the upcoming month.
  - 1. Submit the Preliminary Plans and related material on 00/00/00.
  - 2. Attend the meeting regarding the Ameritech lines on the bridge, scheduled for 00/00/00.
- C. Real or anticipated problems on the project.
  - 1. We foresee no problems at this time.
- D. Update of previously approved detailed project schedule (attached), including explanations for any delays or changes.
  - 1. The design is falling behind schedule because we had problems resolving the geometries of the ramps in relation to the bridge. The Preliminary Plan submittal will be the only task affected by this delay because we will make up the lost time prior to submitting the Final Plans and Specifications.
- E. Items needed from MDOT.
  - 1. Prior to final Plan submittal we will need the latest Special provision and Supplemental Specification checklist.
- F. Copy of Verbal Contact Records for the period (attached).
  - 1. Discussed bridge and ramp geometries with Traffic Safety Eng. of MDOT Traffic and Safety Division on 00-00-00.

**SN: S02 - CS: 12345 - JN: 11111C**  
**M-111, from There Village Limits to north of That Road**  
Design Schedule as of 00/00/00

Original Authorized Start Date	Original Authorized Finish Date	(Anticipated) or <b>Actual</b> Start Dates	Anticipated) or <b>Actual</b> Finish Dates	Task	Task Description
01/12/95	01/12/95	<b>01/12/95</b>	<b>01/12/95</b> ??		Initial project meeting.
01/29/95	01/29/95	<b>01/30/95</b>	<b>01/30/95</b> 3330		Conduct Design Survey.
02/17/95	04/10/95	<b>02/17/95</b>	<b>04/20/95</b> 3360		Prepare Base Plans.
02/29/95	02/29/95	<b>02/29/95</b>	<b>02/29/95</b> 3390		Develop the Construction Zone Traffic Control Concepts
03/12/95	03/13/95	<b>03/12/95</b>	(03/30/95)	3540	Develop Construction Zone Traffic Control Plan
03/20/95	03/19/95	<b>03/25/95</b>	(03/30/95)	3551	Develop/Review Preliminary Traffic Signal Plan
07/01/95	07/01/95	(07/01/95)	(07/01/95)	3590	The Plan Review Meeting
07/11/95	08/11/95	(07/11/95)	(08/11/95)	3821	Complete/Review Traffic Signal Plan
09/15/95	09/15/95	(09/15/95)	(09/15/95)	3830	Complete Construction Zone Traffic Control Plan.
09/16/95	09/16/95	(09/16/95)	(09/16/95)	3840	Develop Final Plans and Specifications
09/25/95	09/23/95	(09/25/95)	(09/25/95)	3870	Omissions/Errors Check (OEC) Meeting

## **VERBAL CONTACT RECORD**

**Control Section** 12345

**Job Number** 11111C

**Structure Number** S02

**Date** 00/00/00

Joe Engineer talked to Mr. Traffic and decided to use a 0.05'/ft super on ramp A leading into the bridge.

**FOR YOUR INFORMATION**

For questions on specific tasks, refer to the P/PMS Task Manual located on the MDOT Bulletin Board System.

For assistance in accessing this manual, please contact one of following:

**Dennis Kelley: (517) 373-4614**

**Tonya Nobach: (517) 335-1927**